



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Address Label File

**CUTOFF:** WSO

**DESCRIPTION:** This file contains the address information for maintaining Missouri schools, junior college bulletins and other mailing files

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21765

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

---

**TITLE:** Administrative Reviews

**CUTOFF:** EOSFY

**DESCRIPTION:** Reviews of school food services lunch programs

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21797

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Annual Secretary of the Board Report

**CUTOFF:** EOSFY

**DESCRIPTION:** The annual secretary of the board report contains the income and expenditure data for the fiscal year for each school district.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21771

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

**TITLE:** Applications for Employment

**CUTOFF:** EOSFY

**DESCRIPTION:** Department form completed by an individual applying for a job opening; includes the individual's contact information and description of their work history and skills

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21762

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

**TITLE:** Area Office Correspondence

**CUTOFF:** EOSFY

**DESCRIPTION:** Consists of letters to and from the Regional Office of the U.S. Department of Agriculture concerning program regulations and policies, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21789

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

**TITLE:** Budget Documents

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports, charts, tables and correspondence relating to the fiscal aspect, all copies--Original in Budget

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21751

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Commodities Control Ledger

**CUTOFF:** EOSFY

**DESCRIPTION:** Indicates commodities on order, date shipped, quantity shipped, quantity received, date unloaded, rail carrier used, car number, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21800

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Commodity Billing Statements

**CUTOFF:** EOSFY

**DESCRIPTION:** Administrative, Storage and Transportation charges from warehousing agents and delivery carriers

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21802

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Commodity Distribution for Disaster Relief

**CUTOFF:** EOSFY

**DESCRIPTION:** Form relating to the use of government donated commodities in emergency situations in the state

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21793

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

---



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

---

**TITLE:** Congressional Correspondence

**CUTOFF:** EOSFY

**DESCRIPTION:** Correspondence to and from congressional members in Washington, D.C. relating to the Child Nutrition Programs

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21796

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** County Clerk File

**CUTOFF:** EOSFY

**DESCRIPTION:** This file contains the local financial support to the school districts

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21766

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** CSP AFL/MSL

**CUTOFF:** EOCY

**DESCRIPTION:** Annual backups of our CSP (cross system product) alfs and msls (the source and object code for the mainframe online programs)

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21777

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Data on State Owned Equipment, Service Contracts, etc.

**CUTOFF:** EOSFY

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**DESCRIPTION:** Record of equipment covered by service contracts

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21758

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Database Backups/Mainframe

**CUTOFF:** 30 days from Date of Back-Up (DOB)

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**DESCRIPTION:** These are backups of our mainframe database tables taken daily and retained for thirty days

**RETENTION:** Years: 0 Months: 1 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21780

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Database Backups/RS6000

**CUTOFF:** 1 yr from Date of Back-Up (DOB)

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**DESCRIPTION:** These are exports of our production database tables for the web systems taken daily and retained for one year

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21779

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

---

**TITLE:** Department Budget Information

**CUTOFF:** EOSFY

**DESCRIPTION:** Documents used or created for the Department budget request

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21752

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Department Purchase and Printing Requisitions

**CUTOFF:** EOSFY

**DESCRIPTION:** Documents used to request the purchase of goods or services, or printing of documents

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21760

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Distribution Lists

**CUTOFF:** EOSFY

**DESCRIPTION:** The distribution lists are made up in this office on each commodity shipped and lists the schools participating and the quantity each school is to receive. Current school year's lists and past school year's lists are on file

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21801

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Federal Audits

**CUTOFF:**EOFFY

**DESCRIPTION:** Audits performed by the General Accounting Offices (federal) of the administration of the child nutrition programs administered by the office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21791

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Federal General Correspondence

**CUTOFF:**EOSFY

**DESCRIPTION:** Consists of letters to and from the U.S. Department of Agriculture in Washington, D.C. concerning program regulations, policies, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21788

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Federal Grants

**CUTOFF:**EOFFY

**DESCRIPTION:** Contains information on Title I and Title II, in addition to other Federal programs

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21763

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Finance--Budget and Foundation Program

**CUTOFF:** EOSFY

**DESCRIPTION:** Material on department budget and payment to schools

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21750

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Fiscal Notes on Legislative Bills

**CUTOFF:** EOSFY

**DESCRIPTION:** Fiscal note requests and responses; estimates of the effect a bill will have on State and local revenue

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21753

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** GED System

**CUTOFF:** EOSFY

**DESCRIPTION:** Contains information about individuals testing and receiving their GED certificates

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21774

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

---

**TITLE:** ICCF Backups

**CUTOFF:**EOCY

**DESCRIPTION:** These are annual backups of the mainframe application development libraries

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21776

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Indirect Cost Plan

**CUTOFF:**EOFFY

**DESCRIPTION:** Papers concerning Federal programs where Federal money is spent

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21759

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Job Description

**CUTOFF:**WSO

**DESCRIPTION:** (Continually revised) Description of tasks and duties that each department position performs (Electronic Format)

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21761

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

---

**TITLE:** Legislative Committee Budget Formulation Papers

**CUTOFF:** EOSFY

**DESCRIPTION:** Consists of budget recommendations for the Child Nutrition Programs by the President, USDA, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21798

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Magazine and Subscription

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of publications subscribed to

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21757

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** New Media Releases

**CUTOFF:** EOSFY

**DESCRIPTION:** News releases clipped from various newspapers that relate to the Child Nutrition Programs

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21794

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

**TITLE:** Payment Files

**CUTOFF:** EOSFY

**DESCRIPTION:** These are the online payments made to school districts during the year

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21778

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

**TITLE:** Private School Audits

**CUTOFF:** EOSFY

**DESCRIPTION:** Consists of copies of audits covering two years each performed in the private schools participating in the Child Nutrition Programs. The audits are conducted by certified public accountants. The audits cover reimbursement paid to the school, verificatio

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21792

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

**TITLE:** Procurement and Purchase Document files

**CUTOFF:** EOSFY

**DESCRIPTION:** Consisting of local purchase orders, encumbrance requests, contract releases and purchase order requisitions and department purchase requisitions-keep one year in area

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21756

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Profile System

**CUTOFF:** EOSFY

**DESCRIPTION:** A composite of salary, funding, enrollment and tax levy information pertaining to a district

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21781

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

---

**TITLE:** Project Planning Information

**CUTOFF:** EOSFY

**DESCRIPTION:** Description of program and three year funding level (Strategic Plan)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21755

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** School Directory File

**CUTOFF:** EOSFY

**DESCRIPTION:** This file contains administrative personnel and enrollment data by school and for each district in the state (updated each year)

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21767

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

**TITLE:** School District Audit Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports of required audit examination by district

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21787

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

**TITLE:** School District Data and County Reports

**CUTOFF:** EOFFY

**DESCRIPTION:** Files include: State Data and County Reports; Application for State School Money and Correspondence; Annual Secretary of the Board Report and Correspondence for Payment Year; September Membership Count; Annual Report of the County Clerk to the State Board of Education; First live payment and June Payment sheets and Formula Calculation sheets; Free and Reduced Lunch report; Indirect Cost Calculation; Annual Secretary of the Board report; Proposition C Compliance Letter; district tax data; payment corrections; Transportation Formula Calculations and Payment data; Desegregation Transportation Program; final June Core Data First Live payment core data; Text Book Payment Core data; certification statements and return receipts.

**RETENTION:** Years: Months: Days:

**NOTES:** Retain in-house two years. Records microfilmed paper destroyed. Transfer one copy to the Missouri State Archives. Film retained on a permanent basis in order to maintain accurate historical and financial documentation of Missouri school districts.

**DISPOSITION ACTION:** Permanent

**SERIES:** 23025

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

**TITLE:** School Lunch, Food Distribution, Special Milk, and Breakfast Claim Application Agreements

**CUTOFF:** EOFFY

**DESCRIPTION:** USDA required contract between LEA and State agency containing federal regulations for participation in the Child Nutrition Programs

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21799

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

**TITLE:** School Operation Complaints

**CUTOFF:** EOSFY

**DESCRIPTION:** Consists of correspondence relating to complaints received from parents, patrons of school districts, organizations, etc., concerning the operation of the Child Nutrition Programs at the local level

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21795

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

**TITLE:** SFS-Office Record File

**CUTOFF:** EOSFY

**DESCRIPTION:** This file maintains the agreement data and the monthly claims and payment data for all districts participating in the school lunch or school milk programs

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21772

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Special Education System

**CUTOFF:** EOSFY

**DESCRIPTION:** Used to make payments to school districts for special education programs

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21775

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

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**TITLE:** State Aid Payment File

**CUTOFF:** EOSFY

**DESCRIPTION:** This file contains the detailed information for each payment made to the school districts under the school foundation program

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21769

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

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**TITLE:** State Data and County Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Application for state school money and correspondence; annual secretary of the board report and correspondence for payment year

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21783

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Statistical Information Supplied on Public Schools

**CUTOFF:** EOSFY

**DESCRIPTION:** Statistical information supplied on public schools

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21754

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Substitute Teachers File

**CUTOFF:** EOSFY

**DESCRIPTION:** This file contains a record of all substitute teachers in the state

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21770

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Teacher Certification System

**CUTOFF:** EOSFY

**DESCRIPTION:** Contains educational background, areas of certification and revocation information about educators who are certified or have applied to be certificated to teach in Missouri public schools

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21773

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

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**TITLE:** Teacher Data

**CUTOFF:** EOSFY

**DESCRIPTION:** This file contains indicative and assessment information on all active teachers in Missouri (updated every year)

**RETENTION:** Years: 13 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21764

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** USDA Regulations

**CUTOFF:** EOSFY

**DESCRIPTION:** USDA regulations and explanations of the regulations pertaining to the child nutrition programs administered by the office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21790

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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**TITLE:** Vocational Education Data System (VEDS)

**CUTOFF:** EOSFY

**DESCRIPTION:** This system tracks enrollment numbers for the states vocational education programs

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21782

**SERIES STATUS:** Approved

**APPROVAL DATE:** 4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Administrative and Financial Services

Sub-Section:

---

**TITLE:** Vocational Rehabilitation Data

**CUTOFF:** EOSFY

**DESCRIPTION:** Information pertaining to clients receiving vocational rehabilitation services and payments to doctors and hospitals pertaining to these services

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21768

**SERIES STATUS:** Approved

**APPROVAL DATE:**

4/11/1988

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## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Deputy Commissioner Financial and Administrative  
Services

Sub-Section:

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**TITLE:** Legislative Files

**CUTOFF:** WSO

**DESCRIPTION:** Draft of legislation, bill reviews, legislative proposals.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21749

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/15/2005

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